



***Division of State Court Administration
of the Indiana Supreme Court***

Public Notice of Contracting Opportunities

for providing access to

online legal research

for the Indiana Trial Courts and Circuit Court Clerks

Issued

April 28, 2005

Responses Due

May 26, 2005

This is an Announcement issued by the Division of State Court Administration of the Supreme Court of Indiana (the "Division") on behalf of the Judicial Technology and Automation Committee (JTAC). The announcement solicits expressions of interest and information from all persons and entities who wish to be considered as a provider of the services described below. Persons with such an interest are invited to comply with the procedures also described below.

Since September 2001, JTAC has had an arrangement with LexisNexis to provide all trial court judicial officers of courts of record and circuit court clerks in the state of Indiana with access to online legal research. We currently have approximately 450 judicial officers and 92 circuit court clerks. In addition, JTAC's arrangement with LexisNexis included favorable pricing for such services for other Indiana state and local government agencies. This arrangement terminates on June 30, 2005.

JTAC seeks to continue providing access to such services and has therefore established this Public Notice of Contracting Opportunities (PNCO). The selection of a vendor and the award of any contract of the type described herein is within the judgment and discretion of the Division. This announcement is intended to initiate the process to provide the Division with information helpful to it in the exercise of its judgment to evaluate the qualifications and proposals of various service providers and to determine the actions to be taken to advance the best interests of the state judiciary and the citizens of the State of Indiana. Neither the Division nor any other person creates any obligation, expressed or implied, by issuance of this announcement or by receipt and consideration of any responses.

Confidential Information

Potential service providers are advised that materials contained in submissions responsive to this announcement may be subject to the Indiana Public Records Act, IC 5-14-3 *et. seq.* Potential service providers claiming a statutory exception to disclosure of information under the Act must place all such information in a separate sealed envelope, clearly marked "Confidential" and must indicate on the outside of the envelope that confidential materials are included and specify the statutory exception provision that applies. The Division reserves the right to make its own determinations of confidentiality. If the Division does not agree that the information designated as confidential should be withheld from public access under the act, it will so advise the service providers. The Division expects that submissions in response to this announcement will contain sufficient non-restricted data to permit the review to proceed without delay for consideration of extensive claims of confidentiality. Overly burdensome claims for exemptions from public access may cause the Division to view the submission with disfavor.

SCHEDULE

Submissions are due no later than 4:00 p.m. on May 26, 2005. The Division reserves the right to extend or modify this deadline in its sole discretion.

Following receipt and review of the submissions, the Division may seek a formal demonstration of the product from one or more service providers who have expressed interest. Following the demonstration and review of the responses to this request, the Division may seek

supplemental information, conduct a "best and final" solicitation, or conduct interviews, or it may make a selection based solely upon the initial submission or the responses to requests for more detailed proposals.

The Division anticipates concluding this process including contract negotiations on or about June 30, 2005, unless extended by a decision of the Division, in its sole discretion.

SUBMISSION INFORMATION

Your response should be prepared as simply as possible and provide a straightforward, concise response to the questions. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Your response should be organized into the following major sections:

Section 1 ~ Company Background

Please provide basic background information about your company, including:

- State the length of time you have been in business.
- Provide a brief description of your company.
- Provide a breakdown of your company's revenue for each of the past five years.
- Provide a brief description of your involvement in Indiana.

Section 2 ~ Education and Training

Please provide information about how your company will educate and train users under this proposal, including:

- State your availability and what you will provide at judicial or clerk conferences (several are held annually)
- What type of hard copy documentation will you provide each user?
- What type of online training will be provided?
- What type of over the telephone training will be provided?
- What type of online support will be provided?
- What type of training will be available to advanced users?
- What type of Toll-free telephone support and hours of operation will be provided?
- What type of one-on-one training will be available?
- If you are NOT the Indiana Supreme Court's current provider of such services, please indicate how you plan to retrain our users to use your system.

Section 3 ~ Pricing and Content

Please provide a detailed listing of proposed pricing and content, including:

- Please submit pricing on a flat fee basis. In addition, please submit pricing on a per person arrangement with no guarantee of volume.

- Is your proposal based on an exclusive contract for the trial courts and circuit court clerks? If so, please ALSO propose a price on a non-exclusive contract if you can.
- Provide a listing of all material that is available via your company and specify what is included and what is not included under your proposal.
- Describe the length of the contract. (We would prefer a contract that expires on June 31, 2007 with the right to extend for additional two year periods.)
- Provide a listing of ALL Indiana-specific secondary material and state whether it is included.
- What are our options insofar as limiting access to databases not included in the plan?
- Describe the types of reports that we will receive.
- If you provide us with a per user plan, is this for a concurrent license?
- Are there any limitations to the number of users under this plan that can access your databases at any given time?
- Please state the deadline for your offer. We would prefer to have your offer open until September 1, 2005 or longer.
- If you are a current provider of such services, please redline any proposed changes to the existing language of our current contract.

Section 4 ~ Availability to Others

JTAC has a keen interest in facilitating the availability of legal research data to all city, town, county, and state Government Employees.

Please describe what you are willing to do in this regard, including:

- What government employees are eligible for this plan?
- How would this pricing/billing be administered?
- What would happen to eligible employees that already have existing contracts?

Section 5 ~ Intangibles and Extras

Please describe any intangibles or extras not described elsewhere in your proposal, including:

- What type of discount will subscribers of your proposals receive on any of your printed publications?
- What type of discount will subscribers of your proposals receive on any electronic media such as CD-ROMs?
- Please describe other services you are interested in providing such as e-filing or knowledge management.
- Please describe any other benefits not included elsewhere.

Format of Submission

Submissions should be e-mailed or delivered to:

Kurt Snyder, Esq.
Division of State Court Administration
115 West Washington Street, Suite 1080
Indianapolis, Indiana 46204
Telephone: 317-233-2778
E-mail: ksnyder@jtac.in.gov

Submissions must be received at the Division offices prior to 4:00 pm on the due date indicated above. Submissions should be in Microsoft Word or Adobe PDF format.

Written questions concerning this announcement may be submitted to the above address, submitted via fax at 317-233-6586, or via e-mail to ksnyder@jtac.in.gov.